



CITY OF SOUTH BEND

BOARD OF PUBLIC WORKS

July 14, 2026

Tanya Lax
411 E. Oakside St.
South Bend, IN 46614

RE: Request for Traffic Control Device – Accessible Parking Space Sign

Dear Tanya:

At its July 14, 2026 meeting, the Board of Public Works **approved** your request for the installation of an accessible parking space sign in front of your home at 411 E. Oakside St.

Sincerely,
/s/Hillary Horvath
Hillary Horvath, Clerk



BOARD OF PUBLIC WORKS
Request for Approval of
Traffic Control Device(s)

Date: July 14, 2026

I hereby submit the following installation or change of traffic control devices for review:

☒ New Installation	☐ Removal	☐ Revision
☐ Stop Sign	☐ Stop Sign	☐ Stop Sign
☐ Yield Sign	☐ Yield Sign	☐ Yield Sign
☐ Speed Limit, ___ mph	☐ Speed Limit, ___ mph	☐ Speed Limit, ___ mph
☒ Other, List	☐ Other, List	☐ Other, List

Residential Handicapped _____
Parking _____

Location(s): 411 E Oakside St

This has been submitted:

- ☒ In response to request by a citizen/ neighbor/ passerby: Resident
☐ In response to contracted reconstruction or improvements
☐ In response to developer-provided reconstruction or improvement
☐ In response to an internally-generated concern from

Remarks: Ms. Tanya Lax has met all the requirements.

Submitted by:
(Field Checked 07/01/2026)

Caitlin M Wyant
Caitlin Wyant, EI
Project Engineer

Recommend Approval/Denial:
Reviewed by:

Leslie Biek
Leslie Biek, PE
Assistant City Engineer

☒ APPROVED ☐ DENIED

CITY OF SOUTH BEND, INDIANA
BOARD OF PUBLIC WORKS

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Attest: Hillary R. Horvath, Clerk

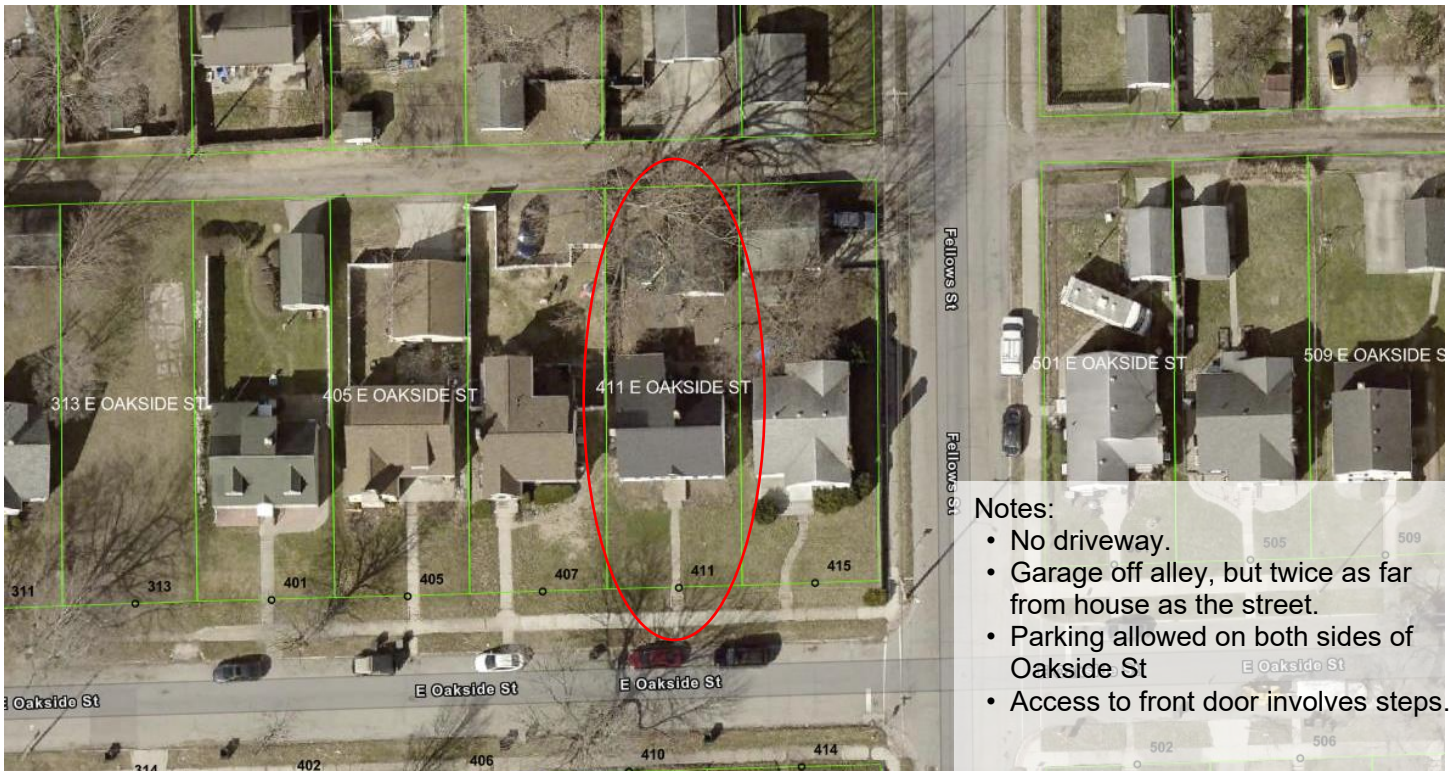
Date: July 14, 2026

Distribution:

Bureau of Traffic and Lighting
Police Department Traffic Division

HANDICAPPED PARKING REQUEST

Ms. Tanya Lax
411 E Oakeside St
Field Checked: 07/01/2026
Field Checked By: Caitlin Wyant, EI



Notes:

- No driveway.
- Garage off alley, but twice as far from house as the street.
- Parking allowed on both sides of Oakeside St
- Access to front door involves steps.

**BOARD OF PUBLIC WORKS
AGENDA ITEM REVIEW REQUEST FORM**

Date	07/06/2026		
Name	Caitlin Wyant, EI	Department	Public Works
BPW Date	07/14/2026	Phone Extension	7483

Required Prior to Submittal to Board

BPW Attorney	☐	Attorney Name	
Dept. Attorney	☐	Attorney Name	
Purchasing	☐		

Check the Appropriate Item Type – Required for All Submissions

☐ Professional Services Agreement	☐ Contract	☐ Proposal	
☐ Open Market Contract	☐ Amendment/Addendum	☐ Special Purchase, QPA	
☐ Bid Opening	☐ Bid Award	☐ Req. to Advertise	☐ Title Sheet
☐ Quote Opening	☐ Quote Award	☐ Reject Bids/Quotes	
☐ Proposal Opening	☐ C/O & PCA No. _____	☐ PCA	
☐ Chg. Order, No. _____	☒ Traffic Control: <u>Residential Handicap</u> <u>Parking</u>	☐ Resolution	
☐ Other: _____		☐ Ease./Encroach	

Required Information

Company or Vendor Name			
New Vendor	☐ Yes ☐ If Yes, Approved by Purchasing		
	☐ No		
MBE/WBE Contractor	☐ MBE ☐ WBE	Completed E-Verify Form Attached	☐ Yes ☐ No
Project Name	411 E Oakside St Residential Handicap Parking		
Project Number			
Funding Source			
Account No.			
Amount			
Terms of Contract			
Purpose/Description	<u>Recommend Approval</u>		

For Change Orders Only

Amount of	☐	Increase	\$	
	☐	Decrease	(\$)	
Previous Amount			\$	
		Increase	%	
Current Percent of Change:		Decrease	(%)	
New Amount			\$	
		Increase	%	
Total Percent of Change:		Decrease	(%)	
Time Extension Amount:				
New Completion Date:				